OFFICE OF JOINT COMPUTER SUPPORT

25X1A

MANAGEMENT

OJCS INSTRUCTION ███████

24 September 1975

SEMI-ANNUAL REPORT OF REDUCTIONS IN DAILY OPERATING COSTS

25X1A

RESCISSION: OJCS Notice ███████ dated 8 August 1975

REFERENCES: (a) Memorandum from DD/A (DD/A 75-4256) dated
9 September 1975
(b) Memorandum from the DCI (DD/A 75-0844)
dated 28 February 1975
(c) Memorandum from the DD/A (DD/A 74-4294)
dated 4 November 1974

1. Purpose

This Instruction defines policy on reductions in daily
operating costs and establishes procedures that OJCS will follow
in the preparation of a semi-annual report to the DD/A on this
subject.

2. Background

The referenced memoranda outline Agency policy in regard
to fighting inflation and reducing daily operating costs. Each
Agency component was asked to explore new methods of effecting
cost reductions. A requirement for periodic reporting to the
DD/A on cost savings program results was also instituted.

3. Policy

OJCS will continue its ongoing effort to search out and
implement new economy measures in all areas of its daily oper-
ation. All OJCS personnel should be constantly alert to pos-
sible new methods of reducing daily operating costs. A
compilation of significant cost savings effected within OJCS
will be forwarded to the DD/A upon the completion of each
semi-annual period (i.e., each half of the fiscal year).

4. Procedures and Responsibilities

a. Reports on cost reductions should be specific as to
what, how, and where savings were effected during a semi-
annual period. Savings should be expressed in terms of
amounts of materials, manhours, machine hours or other

quantifiable items saved. These savings should also be quantified in terms of dollars saved or, in the case of recurring savings, projected dollar savings for the fiscal year. Reportable items include but are limited to savings resulting from the following actions:

(1) More efficient use of ADP hardware;

(2) improved utilization of human resources;

(3) improvements in operating procedures;

(4) improved training procedures;

(5) use of alternate resources (e.g., use of in-house vs. external resources, use of new or modified equipment or materials, etc.);

(6) improvements in the efficiency of computer programs;

(7) improved administrative procedures; and

(8) reduced consumption of materials.

b. The OJCS Records Management Officer will be responsible for reporting savings effected in the areas of forms management, space utilization, safes, office equipment, and office supplies. The quarterly Records Management Activity Report submitted to the Chief, Information Systems Analysis Staff will serve as the reporting medium. A carbon copy should be provided to the Chief, Planning Staff, OJCS so that the pertinent cost savings information can be extracted.

c. OJCS Division and Staff Chiefs or their designees will be responsible for monitoring and reporting daily operating cost savings resulting from efforts within their respective components which do not fall into the records management category. A compilation of this data should be forwarded by memorandum to the Chief, Planning Staff, OJCS on a semi-annual basis. The deadline for submission of this report will be close of business on the fourth working day following the end of the semi-annual period.

d. The Chief, Planning Staff, OJCS will be responsible for reviewing the reports of OJCS components and preparing a "Semi-Annual Report of Reductions in Daily Operating Costs" for the review and signature of the Director of Joint Computer Support. This report will normally be

submitted to the DD/A by the fifteenth day of the month
following the semi-annual period.

STATINTL

HARRY E. FITZWATER
Director of Joint Computer Support

DISTRIBUTION: Division and Staff Chiefs
                 Concerned Personnel

RETENTION   : Permanent